

ADMINISTRATIVE-INTERNAL USE ONLY

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5 May 1978

MEMORANDUM FOR: Chief, Position Management and Compensation  
Division, OP

SUBJECT : Transfer of One Position from Development Com-  
plement Allocation to Staffing Complement

1. At the beginning of FY 1978 this Office received a position ceiling increase of one position. This position has been carried in our Development Complement allocation since 1 October 1977 and we would now like to have it placed in our regular Staffing Complement.

2. A concerted effort has been made over the past few years to staff our substantive branches with two GS-13s each. The objective behind this staffing pattern was to make one GS-13 the branch chief back-up while the other GS-13 would carry on the duties of the branch Senior Analyst.

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4. It is our belief that the allocation of this new position should be as a GS-13 Senior Analyst and that it be placed in the China Systems Branch, Missile Systems Division along with position number ER 84. Position ER 84 is listed as a Intel Res Spec-IA, it is flexible, and with this addition would have a planned incumbency of two.

5. During preliminary discussions with [REDACTED] it was agreed that a job description would be furnished at the time this memorandum is submitted.

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[REDACTED]  
Noel E. Firth  
Director  
Imagery Analysis

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Intelligence Research Specialist--Imagery Analysis  
GS-13  
Senior Analyst

Duties

1. Primary duty is to produce in-depth analyses on a particular substantive area based primarily, but not exclusively, on all types of imagery, either in response to the needs of CIA components--e.g., NFAC production offices, NIOs, or DDO and DDS&T operational elements--as self-initiated research related to the development of new analytical concepts or methodologies. Analyst is expected to maintain close contact with analysts and managers in other CIA components to anticipate their future needs, review and incorporate pertinent collateral information (e.g., COMINT, DDO reports, manuals, and text books) in his analysis, and coordinate with other imagery analysts if necessary. Analyst is expected to ensure that his results are accurate, complete, framed in the proper context, clear and concise, and written in accordance with the OIA publication guidelines. He must also be able to give both formal and informal briefings on topics in his substantive area.

2. Other duties include maintaining a working knowledge of all branch substantive areas, and serving as overall branch substantive consultant. Subject expected to present OIA and CIA positions and present briefings related to his areas of expertise at meetings attended by representatives of various U.S. [REDACTED] intelligence organizations. Subject also expected to serve on ad hoc and standing OIA, NFAC, and Community committees.

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EVALUATION FACTORS

1. Knowledge Required by the Position

An expert knowledge of imagery analysis techniques is required. In addition, subject needs to have a broad expert knowledge of at least one substantive area of responsibility (geographic and subject) that is equivalent to that of senior all source analysts in other NFAC components and a working knowledge of all branch substantive areas of responsibility.

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Subject must be completely knowledgeable of consumer research programs and needs, and work being performed on the same substantive areas by other imagery analysis organizations. Must have the ability to be innovative in the development of new analytical techniques and methods necessary for the full utilization of photography in its application to the solution of intelligence problems in his substantive area of responsibility. Must have complete collateral files and be able to integrate collateral information effectively with imagery based analysis. Must be capable of organizing and presenting analysis, in both written and oral form, concisely and in accordance with OIA reporting guidelines. Must be able to effectively coordinate large, complex projects involving various analysts and organizations. Must know classification and downgrading policies, and be able to use all EDP, mensuration, and imagery viewing equipment.

## 2. Supervisory Controls

Subject basically works independent of supervision on substantive assignments. Works with superior on substantive consulting basis and in conducting independent research related to the development of new analytical methodologies.

## 3. Guidelines

Subject's day-to-day operations guided by Letter of Instruction and contact with supervisor regarding substantive work assignments, consulting, and independent research. Subject is expected to show independent judgement in carrying out his duties, as guidance is very broad in nature and relates mainly to overall policy. Report formats, classification, and downgrading are dictated by published guidelines. Subject's substantive project work and independent research reviewed upon completion.

## 4. Complexity

Research products are expected to be based on the analysis of imagery, but contain pertinent collateral information to supplement and put into the proper context. Research assignments highly complex and broad in scope, often involving the coordination of a large joint analytical effort with other NFAC intelligence production components. Self-initiated research based on exhaustive review of all collateral and imagery related to problem, and application of EDP and information science techniques. Will on occasion serve on teams or groups to examine problems inherent to the daily operations of OIA or that are foreseen with the introduction of new collection systems. Subject is expected to respond on priority basis to telephone calls from CIA consumers.

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5. Scope and Effects

Purpose of work is to provide other CIA components with imagery derived intelligence analysis to contribute to the solution of major intelligence questions or to support OIA operational programs, and develop new analytical methodologies for use in OIA and other imagery analysis organizations. The imagery derived analysis serves as input (as one of several sources or the major source) for NFAC finished intelligence. Copies of memoranda normally sent to other members of intelligence community (e.g., DIA, NPIC, Air Force, Navy, Army) and hard copy reports distributed throughout the U.S. [REDACTED] intelligence organizations.

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6. Personal Contacts

Subject expected to maintain close liaison with CIA consumers and counterparts in other imagery analysis organizations. Also expected to maintain contacts with sources of collateral information (production offices, OCR, DCD) and analytical groups in other intelligence organizations. Subject will also deal with people outside the Agency working under contract for one or more of the production offices.

7. Purpose of Contacts

To ensure that CIA consumer's needs are fully understood so as to ensure complete and properly focused analysis and to ensure that all sources of supporting information are researched. Subject represents the interests of OIA at intra-Agency committees and conferences, and represents the interests of NFAC to outside agencies. Attends professional conferences and meetings to keep abreast of new developments and current events in fields of expertise.

8. Physical Demands

Subject must have stereoscopic vision and have full color vision.

9. Work Environment

Approximately 60 percent of imagery analyst's time spent viewing imagery through microscopes on high intensity light sources.

10. Supervision Exercised

As a senior substantive consultant, subject often serves as a mentor for junior analysts and thereby assists in the supervisory task of training and career development.

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